

CENTRAL INTELLIGENCE AGENCY
2430 E Street, N.W.
Washington 25, D.C.

MIS CHAPTER IX MEMO NO. 34

DATE 18 February 1957

MEMORANDUM FOR: MIS Chapter IX Contributors

SUBJECT: References to Map Titles

1. It is requested that greater care be exercised in expressing the titles of maps referred to in Chapter IX. Titles should be worded exactly as they appear on the map sheets. The style of capitalization used on the sheets, however, should not necessarily be followed. All words in English-language titles are capitalized except certain articles, prepositions, conjunctions, etc., specified on page 25 (rule 3.51) of the U.S. Government Printing Office Style Manual of January 1953. Words in foreign-language titles should be capitalized according to the style prescribed for individual languages on pages 329 to 430 of the Style Manual. A French-language map title, for example, is lowercased, except for the first word (and the second word if the title commences with an article) and all proper nouns.

2. Diacritical marks are frequently omitted from foreign names set in caps on map sheets. These marks should be supplied by the author to all map titles referred to in Chapter IX, regardless of whether they are used over capital or lowercased letters.

3. Punctuation of map titles should follow that used on the map sheets. Occasionally punctuation must be added, however, between a title and subtitle or to clarify a break in a title that was expressed on the map sheet by word alinement or other cartographic device. In such cases, the first break will be a colon and the second a dash. For example, a map having the title

FRANCE

CARTE DES POSTES ET TELEGRAPHES

1949

is referred to in Chapter IX as France: Carte des postes et télégraphes -- 1949.